

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT : Report on Overtime Worked and Leave Taken

1. Attached are two tables of Plans Area tabulations of overtime and holiday time worked and leave taken during the period 28 March 1954 through 3 July 1954 (Tab A) and 4 July 1954 through 25 September 1954 (Tab B). These tables are similar to tables prepared and forwarded to you in July of this year for prior periods. There is also attached a chart (Tab C) reporting the number of CIA paid employees compared to the overtime worked and leave taken during the periods covered in the tables. A similar chart (Tab D) for the Plans Area is attached for comparative purposes.

2. In addition to the tables and charts mentioned above, there are attached IBM tabulations by pay period beginning with 28 March 1954 through 25 September 1954 (Tab E). These tabulations give the complete overtime and leave record for your office since the prior tabulation for the period ending 27 March 1954, and bring the record up to date. The columns on these tabulations reflect (a) the total regular hours in pay status during the pay period (b) the number of employees paid, (c) the number of hours of night differential paid for, (d) overtime worked, (e) holiday time worked, (f) annual leave taken, and (g) sick leave taken. The last column indicates the allotment account. The figures in the lower right hand corner of the tabulation are the dates covered in the pay periods. Within these tabulations are two listings which cover the same information by individual employees for the pay periods ending 5 June 1954 and 11 September 1954. These listings by individuals are provided only as examples of typical pay periods. Similar information to the above have been furnished to each of the senior staffs and area divisions in your area.

3. As a result of the discussions stemming from prior reports, closer attention is being given to authorizing overtime work in many offices. It is, of course, difficult to evaluate the effect of this additional emphasis on overtime worked, however, substantial savings in cost of overtime have occurred in the Agency in the past two years. Further, in view of the revised leave regulations reflected in Notice [REDACTED] dated [REDACTED] STATINTL 22 October 1954 and the difficult budget situation in general, it is particularly important that overtime practices be watched closely since additional funds are not available to finance overtime but must be absorbed within regular allocations. It appears that funds will be short during the fiscal year 1955 and that, as operations expand, greater attention must be given to reducing costs, including those for overtime.

4. This information is submitted to you for such possible use as you may wish to make of it in considering the authorization of overtime in the organizational units under your jurisdiction.

L. K. WHITE  
Deputy Director  
(Administration)

Attachments

Distribution:

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